



**Government of West Bengal  
Higher Education Department  
Establishment Branch**

**Bikash Bhavan, 6<sup>th</sup> Floor, Salt Lake, Kolkata - 700091**

No: 484/ HED

Dated:21 -05-2026

**ORDER**

In compliance with the appeal made by the Hon'ble Prime Minister of India & subsequent order of Chief Secretary, Govt. of West Bengal vide No.130-CS/2026 dated:18/05/2026 regarding austerity measures to be applied in Government offices. Following Officers of this Department are hereby requested to adopt **Work From Home** against the day mentioned in Column-3.

1	2	3
Sl. No.	Name of the Officer	Day
1	Shri Jaydip Mukhopadhyay, Secretary	Wednesday
2	Smt. Chandani Tudu, Senior Special Secretary	Friday
3	Shri Amit Roy Chaudhury, Senior Special Secretary	Thursday
4	Shri Tanay Deb Sarkar, Additional Secretary	Tuesday
5	Smt. Sampa Guha, Financial Advisor & Ex-Officio Additional Secretary	Monday
6	Shri Azar Zia, Joint Secretary	Monday

Concerned Officers will make themselves available for office work in e-mode from their residence and discharge their official duties accordingly.

This order will take immediate effect.

*Sd/-*

Additional Chief Secretary  
Department of Higher Education

No: 484/ 1(9)/ HED

Dated:21 -05-2026

Copy forwarded for information & necessary action to:-

1. Shri Jaydip Mukhopadhyay, Secretary of this Department.
2. Smt. Chandani Tudu, Senior Special Secretary of this Department.
3. Shri Amit Roy Chaudhury, Senior Special Secretary of this Department.
4. Shri Tanay Deb Sarkar, Additional Secretary of this Department.
5. Smt. Sampa Guha, Financial Advisor,
6. Shri Azar Zia, Joint Secretary of this Department.
7. Sr PS to Chief Secretary, GoWB.
8. Sr PS to Addl Chief Secretary, HED.
9. Office Copy.

*Sd/-*

Assistant Secretary  
Department of Higher Education